

MEMORANDUM FOR: DD/M&S Records Management Officer

FROM : Office of Logistics Records Management Officer

SUBJECT : Status of Records Control Schedules

1. Reference is made to a listing dated 25 Feb 74 subject as above. Some adjustments should be made in your records to reflect the current status of the OL Records Control Schedules.

2. Schedule 34-60-M, Transportation Div., O/C, Admin. Staff and P&CS should be removed from your books. This Division was abolished - all records listed for the Admin. Staff were temporary in nature and no longer maintained nor are any deposited in the Records Center. For Records of the P&C Staff, Item 9a can be found in Schedule 3400.02 - Item 3. Item 11 of the P&C Staff schedule is now found in Schedule 3410.03 Item 9a. All other items were peculiar to the administration of that Division which is no longer in existence.

3. Your list does not reflect the correct schedule number for

STATINTL

4. The Emergency Planning Office (Schedule 30.01-70) functions transferred to the Office of Logistics are now contained in Schedule 3404. Below is the cross reference information for the 2 schedules:

Old Schedule 30.01-70

Items

- 1
- 2 - No longer in existence
- 3,4,5,6, & 8
- 7 *(Chronos-formerly PERMANENT
- 9

New Schedule 3404

Items

- 1
- 6 a & b
- 3*Now re-evaluated
- 11 as TEMPORARY

Since this is no longer a separate office function, as in the past, the majority of the papers fall into Item 6 of the new schedule.


per
signature
of CIA/
RMO
below.

5. If you have any questions on these adjustments, please call.

STATINTL

cc: RAB Attn Pat

*Approved: Re-evaluation and transfer of Emergency Chronos from RC Schedule 30.01-70, to RC Schedule 3404-73 TEMPORARY Item 3. of EPO prior to this memo will be under jurisdiction of CIA Records Management

RECORDS CONTROL SCHEDULE			SCHEDULE NO.
OFFICE, DIVISION, BRANCH			CONCURRENCE
Office of Logistics, Supply Division			SIGNATURE
			TITLE
			DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	Office of the Chief Supply Management Branch Central Control and Distribution Branch Field Support Branch		STATINTL  APPROVED Records Administration Branch

SCHEDULE NO.

3410

RECORDS CONTROL SCHEDULE

CONFIDENTIAL

OFFICE, DIVISION, BRANCH

Office of Logistics, Supply Division, Office of the Chief

25X1A

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><u>Correspondence Subject Files</u></p> <p>Files document the activities of the Division, consisting of memoranda, letters, reports, studies, charts and various forms used in administering the personnel and operations of the Division. Filed according to Agency subject filing system.</p>		<p>Temporary. Cut off files at the end of each calendar year. Retain in current file area two years, then retire to Records Center. Destroy three years after retirement. Office records of permanent value and not authorized for destruction (i.e. staff studies, project files, etc.) are to be transferred to the Office Subject Correspondence Files, Executive Office/Records & Services Branch, Schedule No. 3400.02, item 1 (Director of Logistics official files) for permanent storage and preservation. (GRS 3, item 3, and GRS 4, item 4)</p>
2.	<p><u>Cable Files</u></p> <p>a. <u>Foreign Field Cables</u></p> <p>Copies of incoming and outgoing foreign field cables relating to logistical supply matters. Filed numerically and chronologically.</p> <p>b. <u>Domestic Cables</u></p> <p>Copies of all incoming and outgoing domestic cables between the supply depots and Logistics Headquarters. Filed numerically and chronologically.</p>		<p>Temporary. Maintain a six months level; can be destroyed after six months. Official record copies maintained under Schedule 3400.02, item 8a.</p> <p>Temporary. Maintain a six months level; can be destroyed after six months. Official record copies maintained under Schedule 3400.02, item 8b.</p>

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Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0		DISPOSITION INSTRUCTIONS
ITEM NO.	FILE IDENTIFICATION	
3.	<u>Personnel Files</u> a. <u>Personnel Information Cards</u> Forms OF 4B recording assignment data and individual pay rates within the various scales. Filed according to table of organization. b. <u>Locator Cards</u> Emergency-Locator records containing the home address, emergency addressee and phone number for each employee of the Division. c. <u>Career Management Files</u> Working papers and files concerning promotion nominees, field assignments, and Panel information and actions on supply type personnel worldwide.	Temporary. Destroy upon separation from the Agency. Upon intra- or inter-office transfer, forward to gaining office. Temporary. When reassigned, forward to gaining office; upon resignation, return to Office of Personnel. Temporary. Screen and destroy as material is no longer needed or superseded. Official record copies contained in Schedule No. 3400.02, item 1.
4.	<u>Document Control Files</u> a. <u>Correspondence Control Tickets</u> Form No. 238, Document Control Ticket, used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence, dispatches and ACTION cables. Filed numerically and chronologically. b. <u>Top Secret Control Tickets</u> Form No. 1225, Top Secret Control Record, indicating receipt, location, and movement of Top Secret documents within the Division or to other OL components. Filed by TS number. c. <u>Cable Log</u> Form No. 763, Cable Log, recording incoming and outgoing cables received in the Division and indicating internal routing. Filed numerically and chronologically.	Temporary. Cut off at end of each calendar year; retain in current file area 1 year, then destroy. (GRS 12, item 6a) Temporary. Destroy two years after document has been downgraded, transferred to the Records Center, destroyed, or sent outside Control Point. (Per memo dated 12 Aug 64) Temporary. Cut off at the end of the calendar year, retain six months, then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><u>Reference Material</u></p> <p>Manuals, publications, supply manuals, stock procedures, technical publications, data processing materials; Agency, Office, and Division notices, instructions, regulations and handbooks used for reference and research.</p>		<p>Temporary. Destroy when superseded or no longer needed.</p>

RECORDS CONTROL SCHEDULE		SCHEDULE NO.	3410.01
OFFICE, DIVISION, BRANCH		Director of Logistics	25X1A
Office of Logistics, Supply Division, Supply Management Branch		Director of Logistics	DATE 5/25/73
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Correspondence Subject Files</u> Files document the activities of the Branch, consisting of memoranda, letters, reports, etc. used in administering the personnel and operations of the Branch. Filed according to Agency subject filing system.		Temporary. Cut off files at the end of each calendar year. Retain in current file area one year, then destroy. NR
2.	<u>Project Files</u> Case files consisting of documentation on materials (equipment, parts, and/or supplies) furnished to Agency special projects and/or Agency-sponsored projects. File maintained by the Supply Project Officer and filed under project name.		Temporary. Close file upon deactivation or completion of the project; then forward to the Records & Services Branch/EO/DL for screening for possible permanent retention, (Schedule 3400.02, item 1).
3.	<u>Surveillance Files</u> Copies of memoranda, reports, charts, shipping documents, and related papers regarding surveillance inspection and reports on ordnance material (firearms, ammunition and explosives) in various depots and arsenals. Filed by Depot or location and chronologically thereunder.		Temporary. Cut off at the end of each calendar year, retain for a minimum of two years, then destroy. (GRS 3, item 5) NR
4.	<u>Interdepartmental Contract Files</u> Case files documenting contractual processing through other government agencies and/or universities for research and development, and/or services. Files contain all related papers exclusive of technical or scientific data which is contained project case files. Filed by contract number.		Temporary. Retire to Records Center after completion and final payment. Destroy six years after retirement. (GRS 3, item 4a)

ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<u>Voucher Reference Files</u>		
	A register form used to identify and cross reference for use by the Supply Depots all vouchers issued each day under FEDSTRIP and/or MILSTRIP. Filed chronologically.		Temporary. Cut off at the end of each calendar year; retain in current file area a minimum of two years; then destroy. NR
6.	<u>Supply Action Requests</u>		
	Copies of Form No. 98 requesting that an item be stocked for the various technical elements of the Agency. These requests form the basis for assignment of stock number, etc. Filed by office and numerically thereunder.		Temporary. Maintain a 6 month level, destroy balance. NR
7.	<u>SAC Letters</u>		
	Stock Accounting Change Letters detailing monthly changes to the master nomenclature file. Filed chronologically.		Temporary. Destroy when next letter is received. Retain one copy of old letter for reference. NR
8.	<u>Stock Number History Cards</u>		
	Prepunched cards used for assigning stock numbers and identifying items entering into the supply system. New or permanent numbers and/or changes made are posted to these cards as cross reference in identifying old stock numbers. Catalog and management data is posted and the cards are retained as a history reference for that stock number. Filed alpha-numeric in FIIN sequence.		Temporary. Destroy when superseded or no longer needed for reference purposes. NR
9.	<u>Master Nomenclature Cards</u>		
	This card contains abbreviated description of catalogued and non-catalogued items and/or Agency or FIIN numbers and serve as cross reference to basic nomenclature of items in the supply system. Filed alpha-numeric.		Temporary. Destroy only if superseded by complete new deck of cards.

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ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0	DISPOSITION INSTRUCTIONS
10.	<u>Master Nomenclature Listing</u> EDP listing of all items in the supply system alphabetically and by FIIN numbers. The FIIN listing contains catalog and management data and is updated monthly. The alphabetic listing includes the same basic data and is supplemented monthly and updated semiannually.	Temporary. Destroy superseded listing upon receipt of new one. NR
11.	<u>Part Number Cards</u> Cards are utilized to cross reference part numbers to stock numbers of items in the supply system. Filed numerically.	Temporary. Used for reference purposes only; destroy when superseded or no longer needed. NR
12.	<u>Master Item Identification Cards</u> Cards detail complete characteristic data and description and FIIN numbers for every available item. Cards furnish cross reference info from characteristic data to stock number and source data used in preparing catalog publications. Filed alphabetically.	Temporary. Maintained on a current basis and could only be destroyed when an automated or microform system replaces this procedure. NR
13.	<u>Catalog Supplemental File (DLSC)</u> EDP Listing of catalog cross reference data from stock number to Federal User Data, and from part numbers to applicable stock numbers. Filed alpha-numeric.	Temporary. Destroy superseded listing upon receipt of new one. NR
14.	<u>Magnetic Tape Catalog Data</u> Tape magazines used to prepare the hard copy typewriter printouts necessary for publication, for those publications not produced by the EPIC system. Filed numerically.	Temporary. Tapes to be returned for erasure upon receipt of new updated tapes. NR
15.	<u>Film of Publications</u> Film positives of catalog pages prepared under the EPIC system. Filed by publication number.	Temporary. Destroy upon receipt of catalog. NR

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0 FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16.	<u>Stock Record Cards and Tapes</u> Cards are used to maintain a continuing record of stock replenishments; tapes are used in the preparation of necessary documentation for such replenishments. Filed numerically by stock number.		Temporary. Cards are destroyed when filled in completely and a new card started; tapes are destroyed when it becomes necessary to revise. NR
17.	<u>Document Control Files</u> a. <u>Correspondence Control Tickets</u> Form No. 238, Document Control Ticket, used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence, dispatches and ACTION cables. Filed numerically and chronologically. b. <u>Catalog Action Request Log</u> Records Requests for Catalog Action (SAR's), dated received, control number, and related data to document completion action by CIU and/or GSA for Federal Catalog Action. c. <u>Reference Materiel Control Cards</u> Records materials released from the Logistics Reference Room to personnel from other components of the Agency. d. <u>Vendor Card File</u> Records request for reference material from vendor, description of material requested, date requested and date received, and the intended recipient. Filed alphabetically by vendor. e. <u>Cross Reference Card</u> Commodity card cross referenced to d. above for locating reference material. Filed alphabetically by commodity.		Temporary. Cut off at end of each calendar year; retain in current file area 1 year, then destroy. (GRS 12, item 6a) Temporary. Destroy when superseded or no longer needed for administrative reference. NR Temporary. Destroy upon return of material to the Reference Room. NR Temporary. Destroy when no longer needed for administrative reference. Temporary. Destroy when no longer needed for administrative reference.

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0	DISPOSITION INSTRUCTIONS
18.	<p><u>Reference Material</u></p> <p>a. Supply Division notices and instructions, Office and Agency regulations, notices, procedures and like material used as continuing reference.</p> <p>b. Government and commercial catalogs and brochures, Federal Identification and Management Lists, Cataloging Handbooks and manuals, and Federal Item Identification Guides.</p>	<p>Temporary. Destroy as superseded or no longer needed.</p>

SCHEDULE NO.

RECORDS CONTROL SCHEDULE

3410.02

OFFICE, DIVISION, BRANCH

Office of Logistics, Supply Division, Central Control and
Distribution Branch

SIG

25X1A

TITLE

Director of Logistics

DATE

5/25/73

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Correspondence Subject Files</u> Files document the activities of the Branch, consisting of memoranda, letters, reports, etc. used in administering the personnel and operations of the Branch. Filed according to Agency subject filing system.		Temporary. Cut off files at the end of each calendar year. Retain in current file area one year, then destroy. NR
2.	<u>Correspondence Control Tickets</u> Form No. 238, Document Control Ticket, used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence, dispatches and ACTION cables. Filed numerically and chronologically.		Temporary. Cut off at end of each calendar year; retain in current file area 1 year, then destroy. (GRS 12, item 6a)
3.	<u>Cable Files</u> Copies of incoming and outgoing foreign field and domestic cables related to central control and distribution matters. Filed numerically and chronologically.		Temporary. Maintain a six months level; can be destroyed after six months. NR
4.	<u>Transmittal Manifests</u> Form No. 1236 used to record documents and/or small packages sent to and received from the field. Filed by Geographical Area and chronologically.		Temporary. Maintain a six months level; can be destroyed after six months. NR

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ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0	DISPOSITION INSTRUCTIONS
5.	<p><u>LOGS</u></p> <p>a. <u>Voucher Register, Master Log</u></p> <p>A sequential log of voucher numbers assigned for controlling requisitions by providing a common cross reference number for processing of procurement, stock, receiving and shipping action. Filed chronologically.</p> <p>b. <u>Requisition Cross-Reference Log</u></p> <p>A log utilizing the requisition number, i.e. assigned by the station and/or office, to cross reference the appropriate voucher number for control and reference purposes. Filed by individual elements (i.e. station, area, or component).</p> <p>c. <u>Requisition Log</u></p> <p>A log used to record the requesting document, i.e. cable, transmittal manifest number and the requisition number, submitted directly under the [REDACTED] indicator from the field. Maintained by voucher number.</p>	<p>Temporary. Retain in current file area two years after the end of the fiscal year, retire to Records Center, destroy five years after retirement. NR</p> <p>Temporary. Retain in current file area two years after the end of the fiscal year, retire to Records Center, destroy four years after retirement. NR</p> <p>Temporary. Retain in current file area two years after the end of the fiscal year, then destroy. NR</p>
6.	<p><u>VOUCHER FILES</u></p> <p>a. <u>Consolidated Voucher Files -- (NON-RECORD)</u></p> <p>Working case files documenting procurement and/or supply action. Files include initiating requisition and related documents. Filed by voucher number.</p> <p>(1) Transactions of \$2500 or more. (2) Transactions of less than \$2500. (3) Files for Federal Groups 10 thru 13, Ordnance.</p>	<p>Temporary. Retain in current file area until completion of all action; upon closing out of the file, screen and forward to be included in the Official Record File (Schedule No. 3411.03, item 5) any documentation not normally included in Depot Stock Control Files. Balance of file to be destroyed six months after completion.</p>

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0	DISPOSITION INSTRUCTIONS
6.	<p><u>VOUCHER FILES - (continued)</u></p> <p>b. <u>Temporary Requisition Files</u></p> <p>Working case files on stock issue and covert procurement. Files contain copies of requisition, receiving report/edited copy of the requisition, shipping documents and related papers. Filed by voucher number.</p> <p>c. <u>Field Requisition Files</u></p> <p>Suspense files set up to record and process field requests received under the [REDACTED] indicator in a cable, dispatch or by transmittal manifest. The requisition is prepared by CCDB and filed by station number along with associated correspondence.</p>	<p>Temporary. Destroy six months after completion. Non record.</p> <p>Temporary. Destroy one year after completion. Non record.</p>
7.	<p><u>Expediting/Follow-up File</u></p>	<p>Temporary. Destroy upon completion of requisition. NR</p>
8.	<p><u>Vendor Files</u></p>	<p>Temporary. Used only for cross-reference and research purposes. Maintain a two year level, destroy two years after the close of the fiscal year. NR</p>
9.	<p><u>Stock Status Report</u></p>	<p>Temporary. Upon receipt of new report on the first of the month, destroy superseded one. NR</p>
	<p>Report in EDP form listing stock on hand, due-ins, back order, sterility, allocation and condition. Report received on a monthly basis and is in numerical stock number order.</p>	

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0	DISPOSITION INSTRUCTIONS
10.	<u>Reimbursible Sales Files</u> Reference case files documenting reimbursible sales to other government agencies and accommodation procurements for other governments. Filed by voucher number.	Temporary. Non record as official file is maintained under Schedule 3411.03, item 5. Retain three years in current file area, then destroy.
11.	<u>Reference Material</u> Government, Agency, Office, and Division regulations, notices, and handbooks; catalogs, manuals, pamphlets, etc. used for reference and research.	Temporary. Destroy when superseded or no longer needed. NR

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

3410.03

OFFICE, DIVISION, BRANCH

Office of Logistics, Supply Division, Field Support Branch

INCE

25X1A

DATE

Director of Logistics

5/25/73

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Correspondence Subject Files</u> Files document the activities of the Branch, and consist of memoranda, letters, reports, etc. used in administering the personnel and operations of the Branch. Filed according to Agency subject filing system.		Temporary. Cut off files at the end of each calendar year. Retain in current file area two years, then destroy. NR
2.	<u>Budget Data Files</u> Files include copies of Division budgetary submissions along with work papers and rough data accumulated in preparation of annual budget estimates. This data is valuable in tracing development of programs and operational trends world-wide supported by the Supply Division. Filed chronologically.		Temporary. Cut off files at the end of each fiscal year. Official file retained under Schedule No. 3400.02, item 1. Retain in current file area as needed for ready reference, then destroy. Dispose no later than 5 years after close of fiscal year involved. (GRS 5, item 4)
3.	<u>Accounting Files</u> Files include copies of accounting reports from SD components, including obligation and expenditure reports, imprest fund accounting, FPA reports, and related correspondence. Filed chronologically.		Temporary. Cut off files at the end of each fiscal year. Retain in current file area for administrative and reporting purposes, destroy when no longer needed or 2 years after completion of fiscal year involved. (GRS 6, item 6)
4.	<u>Regulations Files</u> Copies of memos, drafts, working level coordination, reports and supporting papers of the Agency Supply Regulatory issuances as well as internal directives and issuances. Filed by regulation number.		Temporary. Screen files and forward official file documents to Schedule 3400.02, item 3, for retention. Other material to be destroyed 2 years after publication or subsequent redraft. NR

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ITEM NO.	FILE IDENTIFICATION	DISPOSITION INSTRUCTIONS
5.	<u>Specifications Files</u> Files contain specifications, standards, descriptions, photographs, charts, etc. relating to preparation, packaging, and testing for caching of supplies. Filed alphabetically by subject.	Temporary. Destroy when superseded or no longer needed. NR
6.	<u>Document Control Files</u> a. <u>Correspondence Control Tickets</u> Form No. 238, Document Control Ticket, used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence, dispatches and ACTION cables. Filed numerically and chronologically. b. <u>Motor Vehicle Register</u> A listing of MV numbers in a Book Register. Register includes all info re requesting component, area, and related data. Filed chronologically and numerically.	Temporary. Cut off at the end of each calendar year; retain in current file area one year, then destroy. (GRS 12, item 6a) Temporary. Retain pages until all vehicles listed on a particular page are no longer assigned to or the responsibility of the Agency. NR
7.	<u>Signature Cards</u> Card file containing the specimen signature card of authorized Responsible Officers. Confirming memorandum contained in subject files. Filed alphabetically under component.	Temporary. Destroy individual cards as superseded. NR
8.	<u>Project Files</u> Files contain copies of all pertinent documents in support of Special or Controlled Projects, i.e., requisitions, vouchers, shipping documents, memorandums, etc. These files are maintained for the use of the Logistics Project Officer. Filed by subject project and chronologically therein.	Temporary. Retire to Records Center upon completion or deactivation of project. Destroy 5 years after retirement. (GRS 3, item 5)

ITEM NO.	DISPOSITION INSTRUCTIONS
<p>9.</p> <p><u>Motor Vehicle Records</u></p> <p>a. <u>TVA Files</u></p> <p>Copies of approved Tables of Vehicular Allowance for each station, project, or other Agency element. Files also contain vehicles assigned to approved TVA's, disposal and/or replacement information along with justifications and backup papers. Filed by area division or other Agency breakdown.</p> <p>b. <u>Covert Vehicle Case Files</u></p> <p>Files contain all information related to procurement, justification, and related documentation on official [REDACTED] vehicles. Filed by area division or other Agency breakdown.</p> <p>c. <u>Vehicle Record Cards</u></p> <p>Form No. 794, Vehicle Status, recording data on all covert vehicles. Card shows make, year, and other pertinent information. Filed by area, and by Motor Vehicle number thereunder.</p> <p>10. <u>Reference Material</u></p> <p>a. Office, Agency, and Government regulations, notices, handbooks, and like material used as a continuing reference and furnishing the guidelines for establishing procedures under which the Supply Division operates.</p> <p>b. Technical manuals, catalogs, and other reference materials related to maintaining and operating and equipment and supply operation.</p>	<p>Temporary. Used as working reference. Destroy when superseded or no longer needed. NR</p> <p>Temporary. Place in inactive files upon disposition of vehicle. Retire to Records Center one year after disposition. Destroy four years after retirement. (GRS 10, item 6)</p> <p>Temporary. Transfer to inactive files upon disposition of vehicle. Maintain in current file area two years. (GRS 10, item 1)</p> <p>Temporary. Destroy when superseded or no longer needed. NR</p> <p>Temporary. Destroy when superseded or no longer needed. NR</p>

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Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0

RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

3411

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1A Office of Logistics

Supply Division , [REDACTED]

TITLE

DATE

ITEM
NO.FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

Office of the Chief
Materiel Facilities Branch
Freight Traffic Branch
Stock Control Branch
Special Projects Branch

*cancel 34-6001
34-684*

Supersedes 34-56F Supply Division
Depot Sections
Includes items 90 thru 127.

RD 4/14/72

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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

3411

CONCURRENCE

25X1A

OFFICE, DIVISION, BRANCH

Office of Logistics, Supply Division, [REDACTED]
Office of the Chief

SI

25X1A

FILE

DATE

Director of Logistics

30 MAR 1972

ITEM
NO.FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. General Correspondence Files

a. Copies of incoming and outgoing memoranda, reports, schedules and procedures concerning the general administration of the Depot. Filed by subject on a calendar year basis.

Temporary. Cut off at end of each calendar year. Retain in current file area 2 years, screen for policy papers or records of permanent value and forward same for incorporation into Schedule No. 2410, item 1, destroy balance. (GRS 8 Item 2)

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b. Copies of incoming and outgoing cable traffic and ACTION cables received by [REDACTED] Depot. Filed numerically.

Temporary. Cut off at end of each calendar year. Retain in current file area 2 years, then destroy.

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c. Copies of requisitions (Form 88) initiated by [REDACTED] for supplies, equipment, and/or services; maintained for budgetary purposes. Filed numerically.

Temporary. Cut off at end of each calendar year. Retain in current file area 2 years, then destroy. (GRS 3 Item 9)

d. Copies of Reports of Inventory Adjustments (RIA's) maintained to equivocate overages and/or shortages of supplies. Filed numerically.

Temporary. Cut off at end of each calendar year. Retain in current file area 2 years from date of inventory list; then destroy. (GRS 3 Item 10)

2. Personnel Files

Folders containing copies of memoranda, actions fitness reports, and other material regarding employees of the Depot. Filed alphabetically by name.

Temporary. Destroy upon separation from the Agency. Upon intra- or inter-office transfer, forward to gaining office.

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ITEM NO.		
3.	<u>Personnel Information Cards</u> Form OF 4B used to record employment and personnel actions of Depot employees. Serves as a position inventory for slotting purposes. Filed by slot number.	Temporary. Destroy upon separation from the Agency. Upon intra- or inter-office transfer forward to gaining office. <i>GS - 6</i>
4.	<u>Property Passes</u> a. Signed copies of Custody Receipt - Property Pass, Form No. 1851, recording the loan issue of property to an individual or authorizing removal of property from an Agency building. Filed chronologically.	Temporary. Retain three months, then destroy. (GRS 11 Item 4.a)
25X1A	b. Signed copies of Property Pass, OF 7, recording the authorization for removal of personal property from the [REDACTED] Filed chronologically.	Temporary. Retain three months, then destroy. (GRS 11 Item 4.a)
5.	<u>Document Control File</u> Form No. 238 "Document Control Ticket" used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence for [REDACTED] Filed numerically.	Temporary. Cut off at end of each calendar year; retain 1 year, then destroy. (GRS 12 Item 6.a)
25X1A	<u>Reference Material</u> Government, Agency, Office and Depot regulations and notices; catalogs, manuals, pamphlets etc. used for reference and research.	Temporary. Destroy when superseded or no longer needed. <i>non record</i>
7.	<u>Expediting Logs</u> a. Voucher Log recording date received and expediting action being taken. Filed numerically. b. Scheduling Log recording date required and initiating additional action if deadline not met. Filed by date.	Temporary. Retain three months after ledger is filled, destroy when no longer needed. NR Temporary. Destroy when superseded or no longer needed. <i>Non Rec.</i>

CONFIDENTIAL

SCHEDULE NO.
3411.01

25X1A

RECORDS CONTROL SCHEDULE

CONFIDENTIAL

OFFICE, DIVISION, BRANCH			CONCURRENCE	
Office of Logistics, Supply Division, [REDACTED] Materiel Facilities Branch			SIG [REDACTED]	25X1A
			TITLE Director of Logistics	DATE 30 MAR 1972
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<u>General Correspondence Files</u> Copies of memoranda, reports, schedules and procedures concerning the daily administration of the Branch. Filed by subject on a calendar year basis.		Temporary. Cut off at end of calendar year, retain two years, then destroy. (GRS 8 - item 2)	
2.	<u>Cargo Suspense Files</u> Copies of requisitions, recapitulation sheets, receiving documents, shipping documents and masters maintained as a suspense file pending completed action or final shipment on a voucher. Filed by voucher number.		Temporary. Screen completed files at least every sixty days, destroy extraneous material, and forward official record documentation for inclusion in the official voucher file in SCB.	
3.	<u>Receiving Files</u> Files consist of copies of requisitions, purchase orders, various receiving documentation on the receipt of material for stock or shipment. Filed by voucher number.		Temporary. Cut off at end of fiscal year as completed. Retain in current file area one year after completion, then destroy. (GRS 3 - item 4.c.)	
4.	<u>Voucher Registers</u> Forms 1215, Voucher Register, maintained for cross reference purposes for receiving reports for Fedstrip and/or Milstrip and for Docks I and II. Filed numerically and chronologically.		Temporary. Retain in current file area two years, destroy when no longer needed for administrative purposes. (GRS 8, item 5)	
5.	<u>Receipted Credit Voucher Files</u> Copies of requisitions (with signatures) on items furnished from stock. Filed by voucher or cargo number.		Temporary. Retain current fiscal year plus six months level of previous fiscal year. Destroy balance. (GRS 3, item 9a)	

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Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0		DISPOSITION INSTRUCTIONS
ITEM NO.		
6.	<u>Administrative Documentation Files</u> Papers created to record inventory adjustments, related reports, instructions, refusal packaging memos, etc. Filed by subject.	Temporary. Cut off at end of year; retain one year then destroy. (GRS 3, item 10c)
7.	<u>Locator Files</u> Cards showing stock number, nomenclature, date and detailed location of depot items. This info posted to requisitions prior to filling. Filed numerically.	Temporary. Cards are destroyed as items are discontinued or relocated. (GRS 3, item 10b)
8.	<u>Encumbrance Records</u> Copies of requisitions used for posting and adjustment to Administrative Stock Account. Filed by voucher number.	Temporary. Cut off at the end of the fiscal year; retain one year, then destroy. (GRS 8, item 5)
9.	<u>Voucher Log</u> Numerical record of all material received for delivery in the Metropolitan Area with date received and date delivered. Chronological.	Temporary. Cut off each three months, retain three months, then destroy. (GRS 9, item 5b)
10.	<u>Repair Records</u> Requests for equipment maintenance services with related pickup and delivery info. Filed chronologically upon completion.	Temporary. Retain three months after completion, then destroy. (GRS 11, item 5)
11.	<u>Disposal Records</u> Property turn-in documents for items returned for reconditioning, return to stock, or disposal. Filed by voucher number.	Temporary. Cut off at end of fiscal year, retain 1 year, then destroy. Non-record.
12.	<u>Stock Record Cards</u> Account cards detailing balances of expendable property used in the Branch. Filed alphabetically.	Temporary. Dispose three years after item is withdrawn from plant. (GRS 8, item 6)

ITEM NO.	<div>Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0</div> <div>CONFIDENTIAL</div>	DISPOSITION INSTRUCTIONS
13.	<u>Equipment Control Cards</u> Cards record relevant information on the non-expendable equipment, i.e., date of purchase, date of repair, date of parts purchase, etc. as required for the packing and crating function. Filed alphabetically.	Temporary. Dispose one year after info is transferred to a new card or item is withdrawn from plant. (GRS 8, item 6) <i>3 yrs</i>
14.	<u>Reference Material</u> Government, Agency, Office and Depot regulations and notices; catalogs, manuals, pamphlets, etc. used for reference and research.	Temporary. Destroy when superseded or no longer needed. <i>Don Rec.</i>

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25X1A

RECORDS CONTROL SCHEDULE

CONFIDENTIAL

SCHEDULE NO.

3411.02

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Supply Division, [REDACTED]
Freight Traffic Branch

SI

25X1A

FILED BY

Director of Logistics

DATE

30 MAR 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>General Correspondence Files</u> Copies of memoranda, reports, schedules and procedures concerning the daily administration of the Branch. Filed by subject on a calendar year basis.		Temporary. Cut off at end of calendar year, retain two years, then destroy. (GRS 9, item 5.a.)
2.	<u>Control Files</u> a. Form No. 238, Document Control Ticket, used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence for the Branch. Filed numerically under chronological system. b. Form No. 1236a, Transmittal Manifest, documenting transmittal of shipping documents, bills of lading, etc. Filed chronologically. c. Driver Log & Dispatch Record, recording vehicle, name of driver, trip, date, time of dispatch, etc. maintained for reports and administrative purposes. Filed chronologically. d. Shipment Authorizations recording method of shipment, date of delivery to Carrier and related data. Filed chronologically. e. Contact Clearance Cards recording individual and company clearances - official record maintained in Security Staff, Office of Logistics. Used for reference and renewal purposes. Filed alphabetically.		Temporary. Cut off at end of calendar year, retain one year thereafter, then destroy. (GRS 12, item 6a) Temporary. Keep a three month's balance on hand; destroy previous month. (GRS 12, item 1) Temporary. Routine administrative files retained long enough to serve reference needs. Destroy 1 year after all entries on the records are cleared. (GRS 9, item 5b) Temporary. Incorporated into the Official Voucher File in Stock Control Branch File Room, this is upon completion of all shipping action. Temporary. Card destroyed when clearance is no longer effective.

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ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0	DISPOSITION INSTRUCTIONS
3.	<p><u>Incoming Shipments</u></p> <p>Files containing copies of memos, letters, notifications, cables, dispatches, etc., documenting shipments of Agency material and equipment from the field. Filed numerically as case files (number assigned by Freight Traffic Branch).</p>	<p>CONFIDENTIAL</p> <p>Temporary. Retire to Records Center three months after completion of shipment; destroy four years after retirement. (GRS 9, item 5a)</p>
4.	<p><u>Cargo Files</u></p> <p>Freight records consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports and all supporting documents.</p> <p>a. <u>Bills of Lading</u></p> <p>Filed numerically and by subject.</p> <p>b. <u>Agency Transportation Control and Movement Documents.</u></p> <p>Filed numerically by code.</p> <p>c. <u>Dray Tickets</u></p> <p>Documenting transactions on Vehicle Requests, [REDACTED] processing, covert materials, PTI's, and Forms 17. Filed chronologically.</p>	<p>Temporary. Retire to Records Center one year after completion of all related action. Retain three years, then destroy. (GRS 9, item 1b)</p> <p>Temporary. Destroy when administrative needs have been satisfied. (GRS 9, item 5b)</p> <p>Temporary. Destroy after one year or when administrative needs have been satisfied. (GRS 9, item 5c)</p>
5.	<p><u>Reference Material</u></p> <p>Copies of memos, charts, reports schedules, Agency and other Governmental regulatory materials, technical manuals, procedures, etc., used as reference in the daily operations of the Branch.</p>	<p>Temporary. Destroy when superseded or no longer needed.</p>

25X1A

RECORDS CONTROL SCHEDULE

CONFIDENTIALSCHEDULE NO.
3411.03

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Supply Division, [REDACTED]
Stock Control Branch

SIGNATURE

[REDACTED]
Director of Logistics

25X1A

DATE 30 MAR 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Correspondence Files</u> These are routine administrative files not part of other case files, they include memoranda, dispatches, cables, reports, etc used in the day to day operation of the Branch. Filed according to Agency subject filing system.		Temporary. Cut off at end of calendar year; retain one year, then destroy. (GSB-54)
2.	<u>Document Control Files</u> Form No. 238 "Document Control Ticket" used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence, cables and dispatches for the Branch. Filed numerically.		Temporary. Cut off at the end of each calendar year. Retain one year and destroy. (GRS 12, item 6a)
3.	<u>Voucher Register</u> Forms used as registers to record assigned credit and debit voucher numbers cross referenced to requisition numbers. Numbers assigned serve to control all documents concerning receipts and issues. Chronologically entered by number.		Temporary. Retain in current file area two years. Retire to Records Center, destroy four years after retirement. <i>Non Rec.</i>
4.	<u>Designations of Accountable Officers</u> Memorandums of designation and specimen signatures of accountable officers and those authorized to approve requisitions. Filed by office, division or area.		Temporary. Destroy upon receipt of change or new designation. <i>Non Rec.</i>

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ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0 FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
5.	<p><u>Consolidated Voucher Files</u> - (Office of Record)</p> <p>Case files documenting procurement and/or supply action. Files include initiating requisition, and related documents, i.e. purchase orders, specifications, bids, proposals, work sheets, receiving reports, inspection info, shipping instructions, etc. substantiating receipt, issue and completion of all action on the requisition. Filed by voucher number.</p> <p>a. Transactions of \$2500 or more.</p> <p>b. Transactions of less than \$2500.</p> <p>c. Files for Federal Groups 10 thru 13, Ordnance.</p>	<p>Temporary. Retire completed files at the end of the fiscal year. Destroy 6 years after retirement. (GRS 3, item 4a)</p> <p>Temporary. Retire completed files at the end of the fiscal year. Destroy 3 years after retirement. (GRS 3, item 4b)</p> <p>Temporary. Retire to the Records Center 6 months after completion. No disposition authorized by this schedule. Review 5 years after retirement and obtain a decision from the Director of Logistics on retention beyond the normal 6 year period. If retention is not required beyond the 6 year period, records can then be destroyed.</p>
6.	<p><u>Transaction Registers</u></p> <p>Monthly EDP listing of receipts and issues of material.</p>	<p>Temporary. Retain in current file area until receipt of semiannual consolidated summary, then destroy previous registers. NR</p>
7.	<p><u>Combined Transaction Registers</u></p> <p>EDP Semiannual listing of receipts and issues of material. Used as reference and for research.</p>	<p>Temporary. Retain in current file area as required to meet administrative needs, can be destroyed 2 years from date of list. NR</p>

CONFIDENTIAL

ITEM NO.		
8.	<p><u>Stock Status Reports</u></p> <p>EDP listings of all stock, including In-Transit, In-Use, and On-Loan. Issued monthly; used to reconcile, check, and verify stock.</p>	<p>Temporary. Destroy old reports upon receipt of new report. NR</p>
9.	<p><u>Encumbrance Records</u></p> <p>Copies of requisitions used for posting and adjustment tor Property-In-Use. Filed numerically and by subject.</p>	<p>Temporary. Cut off at the end of the fiscal year; retain one year, then destroy. NR</p>
10.	<p><u>Encumbrance Ledger</u></p> <p>Ledger used for posting and control to show a running record for encumbrances. They are used for planning purposes and adjustment. Maintained chronologically.</p>	<p>Temporary. Retain for a period sufficient for administrative needs, then destroy. Can be destroyed at the end of 2 years. NR</p>
11.	<p><u>Fin Listing</u></p> <p>EDP Listing under Federal Identification Numbers of assets on hand showing sterility code, stock numbers, etc. Issued monthly and in numerical sequence.</p>	<p>Temporary. Old listing to be destroyed upon receipt of new issuance. NR</p>
12.	<p><u>Reference Material</u></p> <p>Copies of Agency, Office, and Division regulations, instructions, notices and handbooks; supply manuals, catalogues, etc. used for reference and/or research.</p>	<p>Temporary. Destroy when superseded or no longer needed.</p>

CONFIDENTIAL

25X1A		RECORDS CONTROL SCHEDULE	CONFIDENTIAL	3411.04
OFFICE, DIVISION, BRANCH Office of Logistics, Supply Division, [REDACTED], Special Projects Branch			SI [REDACTED]	CONCURRENCE 25X1A
			Director of Logistics	8 MAR 1972
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<u>Correspondence Files</u> Correspondence of a continuing nature - delegations, authorities, instructions and procedures either from Headquarters or internal within the Depot. Filed by Agency Subject File System.		Temporary. Destroy when rescinded, superseded or no longer needed. (GRS 8 item 2)	
2.	<u>Accident Reports</u> Copies of reports of vehicle accident. All signed statements, etc, forwarded to GSA, Region 3.		Temporary. Retain six years after close of case, then destroy. (GRS 10 item 5)	
3.	<u>Reports</u> Monthly Supply Operations Report submitted to Headquarters. Filed chronologically.		Temporary. Retain one-year level and destroy balance. (GRS 3 item 5b)	
4.	<u>Accountings</u> Includes Cash Journal and copies of accountings, billings and correspondence relating to requisitions procured through Region 3, GSA under advance from Headquarters or U.S. Treasury Imprest Fund.		Temporary. Cut off at the end of each fiscal year. Retain two years then destroy. (GRS 7 item 4b)	
5.	<u>Consolidated Requisition Files</u> Supply Control files containing copies of requisitions, purchase orders, vendors invoices, shipping documents and other related papers documenting direct transactions with field stations. Filed by station in requisition number sequence.		Temporary. Cut off at the end of each fiscal year, retire completed files to the Records Center. Destroy three years after retirement. (GRS 3 item 4a(2))	

CONFIDENTIAL

ITEM NO.		
6.	<p><u>Registers</u></p> <p>a. Shipping Purposes Only Register (non-FPA)</p> <p>Control Register for appropriate series of shipping Document numbers assigned by Central Depot.</p> <p>b. GSA Purchase Order Register</p> <p>Control Register for appropriate series of numbers assigned by GSA.</p>	<p>Temporary. Cut off at the end of each fiscal year. Retain one year and destroy. (GRS 12 item 6) <i>Non Rec</i></p> <p>Temporary. Cut off at the end of each fiscal year. Retain one year after completion of action. (GRS 12 item 6) <i>Non Rec</i></p>
7.	<p><u>Reference Materiel</u></p> <p>Regulations, pamphlets, procedures, brochures, technical manuals, catalogues, etc.</p>	<p>Temporary. Destroy when superseded or no longer required.</p>
8.	<p><u>Transmittal Manifest Records</u></p> <p>Transmittal Manifests recording all outgoing registered mail between the Unit and field stations. Filed chronologically.</p>	<p>Temporary. Retain a one-year level. Destroy balance. (GRS 12 item 6a)</p>
9.	<p><u>TWX Records</u></p> <p>Copies of all incoming and outgoing cables between the Branch and field stations. Filed chronologically.</p>	<p>Temporary. Cut off at yearly intervals; retain one year and destroy. (GRS 12 item 3)</p>

CONFIDENTIAL

Passenger Move Br

Made text copy of
this portion for ARO/Pers.
when function was transfd
Apr 19's/6
RD

Passenger Movement Branch.
34-60. m. - transfd to O/Pers.
Apr 1966.

superceded by schedule
40-68 for
B. & Sen Dir Central Process. Br.
26 Apr 1968.

RD
5/20/68

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0

Highway Br
supervised by
34.E 65
Log Serv. Dir Transp Br.
8/8/65

STATINTL



Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0

CROSS REFERENCE SHEET TO OFFICE OF LOGISTICS

RECORDS CONTROL SCHEDULE 3412 - 3412.04

STATINTL

Due to transfer of functions and change in organizational structure this is as accurate a cross reference sheet as I can come up with.

The following is pertinent information regarding the old and new Records Control Schedule for Office of Logistics, Supply Division, [REDACTED]

Old Schedule 3412 item		New Schedule 3412.00 item
1		1
2		2
4		3
		4 new
5		5
		Schedule 3412.01
6		1
3		2
		3 new
7		4
		Schedule 3412.02
		1 thru 4 new
		Schedule 3412.03
		1 thru 3 new
	(deleted items 15 & 16 of old schedule. Incorporated item 14 in new item 1)	
		Schedule 3412.04
		1 new
8		2 & 3
10		4
13		5
		6 new
12		7
	(deleted items 9 and 11 of old schedule. Incorporated in new item 8)	8 new




[REDACTED]
OL/RMO

TRANSMISSION SLIP		DATE
TO: <i>Post KRB</i>		
ROOM NO. <i>2242</i>	BUILDING <i>160</i>	
REMARKS: <i>Attached are approval sheets for the 2 schedules you have.</i> <i>I will get you something on [redacted] next week.</i> <i>Re audit trace.</i> <i>Thanks</i> <i>[redacted]</i>		
FROM: <i>off end</i>		
ROOM NO. <i>1227</i>	BUILDING <i>Ames</i>	EXTENSION <i>2461</i>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

STATINTL

STATINTL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: Office of Logistics 1227 Ames		EXTENSION		NO.
STATINTL				DATE
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) Attached is a records control schedule for your approval. No cross reference sheet has been provided since the organization of the depot has changed so drastically a cross reference sheet would be meaningless. If you have any questions please call. Please return 2 copies of the approved shchedule. STATINTL  1 to 2 - Rita & I concur on this schedule. ORS. STATINTL 2. Please send  a copy when approved. to 3 for approval signature to 5 for file & distribution (2 cc's to OL/RMO)
	RECEIVED	FORWARDED		
1. Mr.  DD/M&S RMO 710 Magazine	12/18/73	12/19/73	ORS	
2. DD/M&S - ISAS - RAB/Pat 2E 42 Hqs.	12/27/73	12/27/73	em PW	
3. DDM4S/ISAS/Chief RAB			CRN	
4. OL/RMO 1227 Ames				
5. DDM4S/ISAS/RAB(Pat)				
6. 2E42				
7.				
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15.				

STATINTL

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0

RECORDS CONTROL SCHEDULE

CONFIDENTIAL

SCHEDULE NO. 3412

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Supply Division, [REDACTED]
Office of Director of Special Projects

5X1A

Director of Logistics 13 DEC 1973

25X1A

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
25X1C	[REDACTED]		
1.	<u>Subject Files</u> a. Files containing copies of memoranda to and from Headquarters, reports, studies and other papers relating to the administration and operation of the Depot. Filed by subject. b. <u>Chrono Files</u> Copies of all outgoing correspondence. Filed chronologically.		Temporary. Cut off each two calendar year period. Retain one year and destroy. (GRS 3 item 3) Temporary. Cut off at end of calendar year. Destroy six months thereafter.
2.	<u>Maintenance and Construction Contracts</u> Copies of maintenance and construction contracts, blueprints and any pertinent correspondence.		Temporary. Destroy one year after expiration or completion.
25X1A	[REDACTED]		
3.	<u>Logs</u> a. Book log record of material to and from Headquarters.		Temporary. Cut off at end of calendar year. Retain one year and destroy. (GRS 12 item 6a)
25X1C	[REDACTED]		Temporary. Maintain a six-month level.

CONFIDENTIALE2 IMPDET
CL BY 029074

ITEM NO.	<div>Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0</div> <div>CONFIDENTIAL</div>	DISPOSITION INSTRUCTIONS
<p>4. <u>Cryptographic Records</u></p> <p>a. Procedures and regulations pertaining to the operation of the signal communications center.</p> <p>b. Depot record copies of all incoming and outgoing messages between the Depot, Headquarters, and Field Stations. Filed numerically by date.</p> <p>c. Log on all incoming and outgoing messages processed through the signal communications center.</p> <p>d. Crypto area visitor register used to record information regarding persons entering the crypto area.</p> <p>e. Accountability files for crypto material including semi-annual inventories, signed documents for accountability, transfer or destruction, etc. of crypto material.</p> <p>5. <u>Reference Material</u></p> <p>Organization Regulations, internal instructions, procedures, catalogues, manuals and publications used for reference.</p>	<div>CONFIDENTIAL</div>	<p>Temporary. Destroy when superseded or no longer needed.</p> <p>Temporary. Cut off at end of calendar year. Retain two years and destroy. (GRS 12 item 3c(1))</p> <p>Temporary. Same as 4 b above.</p> <p>Temporary. Cut off at end of calendar year. Retain six months and destroy.</p> <p>Temporary. Cut off at end of calendar year. Retain two years and destroy.</p> <p>Temporary. Destroy when obsolete, superseded or no longer needed.</p>

25X1A		RECORDS CONTROL SCHEDULE		CONFIDENTIAL		3412.01	
OFFICE, DIVISION, BRANCH		Office of Logistics, Supply Division, [REDACTED] Security Office		[REDACTED]		5X1A	
ITEM NO.		FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)		VOLUME (CUBIC FT.)		DISPOSITION INSTRUCTIONS	
1.		<u>Correspondence Files</u>				Temporary. Cut off files each two-year period. Retain one year and destroy.	
		a. Files containing copies of incoming and outgoing correspondence regarding security clearances, shipment waivers, inspections, physical security matters, etc. Filed by selected subject.					
		b. <u>Chrono Files</u>					
		Copies of all outgoing correspondence. Filed by date.				Temporary. Cut off at end of calendar year. Destroy six months thereafter.	
2.		<u>Personnel Records</u>				Temporary. Destroy upon separation or when liaison contacts are terminated.	
		5 x 8 Kardex Book Record containing cards on Depot and support personnel, liaison contacts, and other individuals who have access to the area. Used for reference purposes.					
3.		<u>Briefing Material</u>				Temporary. Destroy briefing material when superseded or no longer needed. Destroy copies of agreements and certificates when no longer needed for reference purposes.	
		Security briefing material, including movie films, used for briefing new employees and debriefing departing personnel. Files also contain copies of signed secrecy agreements and/or debriefing certificates for each employee. (Copies of these agreements and certificates are forwarded to Headquarters where Office of Security maintains the Official Record Copy.)					
4.		<u>Security Check Sheets</u>				Temporary. Destroy after thirty days.	
		Monthly security officer check sheets and safe or area check sheets. Filed chronologically.					

CONFIDENTIAL

25X1A		RECORDS CONTROL SCHEDULE		SCHEDULE NO. 3412.02	
OFFICE, DIVISION, BRANCH		CONFIDENTIAL		CONCURRENCE	
Office of Logistics, Supply Division, [REDACTED]		[REDACTED]		25X1A	
Administration and Services Division		for TITLE Director of Logistics		DATE 13 DEC 1973	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1.	<u>Correspondence Files</u> Copies of memoranda, studies and other documents relating to the overall administration of funds and property accounting. Filed by subject.		Temporary. Cut off each two calendar year period. Retain one year and destroy.		
2.	<u>General Ledger Files</u> Ledgers consisting of financial property accounts maintained to establish in summary form the status of accounts, operations for the month and verifying various reports, etc.		Temporary. Cut off when ledger sheets are filled or close at end of Fiscal Year. Retain two years and destroy.		
3.	<u>Reporting Files</u> Copies of reports forwarded to Headquarters including FPA reports, budgetary requirements, expenditures and obligation reports.		Temporary. Cut off files at end of Fiscal Year. Retain two years and destroy.		
4.	<u>Accounting Document Files</u> Supporting documents used for posting to books of original entry and for compiling accountings and reports forwarded to Headquarters. See 3 above.		Temporary. Same as 3 above.		

CONFIDENTIAL

25X1A		RECORDS CONTROL SCHEDULE	CONFIDENTIAL	SCHEDULE NO.	3412.03
OFFICE, DIVISION, BRANCH				CONCURRENCE	
Office of Logistics, Supply Division, [REDACTED] Surveillance Division				[REDACTED] 25X1A	
[REDACTED] Director of Logistics				DATE 18 DEC 573	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1.	<u>Correspondence Files</u> Copies of memoranda, reports and papers to and from Headquarters relating to the operations of the Division. Filed by subject.		Temporary. Cut off each calendar year. Retain two years and destroy.		
2.	<u>Instruction Sheets and Manuals</u> Publications, specifications detailed instructions and procedures for inspection, operation and use of special items. Filed by stock number.		Temporary. Destroy when superseded, discontinued or no longer needed.		
3.	<u>Voucher Files</u> a. <u>Due-In Files - Debit Files</u> Copy of form 88 for material due-in to the Depot and receiving documents related to receipt of such material. (Copies also maintained at Headquarters) b. <u>Credit Voucher files</u> Copies of requisitions, clearance or work sheets, transportation control sheets, special handling certificates and related documents on receipt and issue of property. (Transactions are also documented at Headquarters)		Temporary. Cut off at end of Fiscal Year. Retain one year and destroy. Temporary. Cut off at end of Fiscal Year. Retain one year and destroy.		

CONFIDENTIAL

25X1A		RECORDS CONTROL SCHEDULE	CONFIDENTIAL	SCHEDULE NO.	3412.04
OFFICE, DIVISION, BRANCH Office of Logistics, Supply Division, [REDACTED] Supply Operations Division				CONCURRENCE	25X1A
				DATE	13 DEC 1973
				TITLE	Director of Logistics
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)		VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<u>Correspondence Files</u> a. Copies of memoranda to and from Headquarters, reports, studies and other papers relating to the administration and operation of the Division. b. <u>Chrono file</u> Copies of outgoing correspondence filed by date.			Temporary. Cut off files at end of calendar year. Retain one year and destroy. Temporary. Cut off at end of calendar year. Destroy six months thereafter.	
2.	<u>Inventory Count Cards</u> Form 1375 used for compiling annual inventory.			Temporary. Destroy when new card made or no longer needed for inventory purposes.	
3.	<u>Stock Cards</u> Cards showing location, receipt and issue of stock located at depot.			Temporary. Destroy one year after completion of card or discontinuing item and following inventory.	
4.	<u>Voucher Files</u> Debit and Credit Voucher files containing copies of requisitions, receiving and shipping documents, inventory adjustments and other papers directly related to the receipt or issue of property. (Transactions are also documented at Headquarters)			Temporary. Place in inactive files upon completion of transaction. Destroy one year after completion and inventory.	
CONFIDENTIAL					

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0	DISPOSITION INSTRUCTIONS
5.	<u>Procurement Records (Headquarters Only)</u> Requisitions and other papers applying to procurement through Headquarters channels.	<div style="text-align: center;">CONFIDENTIAL</div>
6.	<u>Requisition Number Cross Reference Files</u> Card file used to cross reference requisition number to cargo number.	Temporary. Destroy one year after the current year.
7.	<u>Cargo or Transportation Records</u> Copies of inbound and outbound shipping documents, lot or space assignments and other papers relating to shipment of material. Exclusive of issuing office Memorandum Bill of Lading File.	Temporary. Destroy when no longer needed for reference purposes.
8.	<u>Reference Material</u> Organization catalogues, computer listings, stock accounting change letters and various other reference materials.	Temporary. Destroy three months after completion of shipment.
	<div style="text-align: center;">CONFIDENTIAL</div>	Temporary. Destroy upon receipt of new or revised edition or when no longer needed.

28 July 1975

MEMORANDUM FOR: Chief, Records Administration Branch

ATTENTION : [REDACTED] STATINTL

THROUGH : DD/A RMO

SUBJECT : Office of Logistics Records Control Schedule
[REDACTED] 3406 STATINTL

1. Effective upon approval of the attached schedule, all items listed on Schedule 3413 [REDACTED] are rescinded. STATINTL

2. Records previously maintained under Schedule 3413 have either been destroyed, returned to Headquarters, or are currently at [REDACTED] STATINTL

[REDACTED] ITL
Records Management Officer
Office of Logistics

STATINTL

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180014-0

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Logistics, [REDACTED]		STATINT	3406 and 3413	3406
TYPE CONCURRENCE OFFICER'S NAME AND TITLE [REDACTED] Executive Officer, Office of Logistics		STATINT	DATE(S) OF OLD SCHEDULE(S) Mar 70 and Jan 74	DATE OF CONCURRENCE 28 JUL 1975
OLD SCHEDULE AND ITEM NO(S).	ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CU. FT.)	DISPOSITION INSTRUCTIONS
3406 Item 1 3413 Item 1b STATINTL STATINTL STATINTL	1.	<u>Subject Files</u> Files documenting the activities of the [REDACTED] in carrying out assigned functions and in the administration of personnel and affairs of [REDACTED]. Files consist of correspondence, memos, letters, reports, directives, etc. sent to and received from Headquarters. Filed alphabetically.		Temporary. Cut off at the end of each fiscal year; retain in current file area 2 years, then destroy. (GRS 3 - Item 3.)
3406 Item 2	2.	<u>Personnel Files</u> a. <u>Personnel Folders</u> Files contain copies of personnel actions, evaluations, recommendations for promotions, letters of transfer, locator information, and other material related to assignment and performance during tour at this facility. Filed alphabetically by surname. (These files are third generation duplicates of those maintained at Headquarters.) b. <u>Individual Travel Folders</u> Files are maintained for each negotiator and security officer. File contains records pertaining to reimbursement, i.e., copies of travel orders, per diem vouchers, transportation requests, etc. relating to official travel. Filed in alphabetical order by surname. (These files are used for reference purposes, official records maintained at Headquarters.)		Temporary. Destroy upon rotation or resignation. Temporary. Destroy when no longer needed for reference purposes.

FORM 139a OBSOLETE
8-74 PREVIOUS
EDITIONS

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3406 Item 4 <i>446</i> 3413 Item 17	4.	<u>Reference Materials</u> a. Copies of Agency Regs., notices, Office of Logistics issuances, Procurement Notes and applicable Supply Division Directives used for reference purposes. b. Armed Services Procurement Regulations, Comptroller General Decisions, Defense Procurement Circulars, etc. used as reference for writing and negotiating contracts.			Temporary. Destroy when superseded or no longer needed. Temporary. Destroy when superseded or no longer needed.
3406 Item 5	5.	<u>Statistical Cards</u> 5 x 8 cards, used to compile monthly reports. Each year filed separately in numerical order by request number.			Temporary. Retain current Fiscal Year and two previous Fiscal Years for reference.
3406 Item 6	6.	<u>Contract Proposal File</u> Courtesy copies of solicited and unsolicited proposals submitted by Contractors. Filed in alphabetical order by Contractor.			Temporary. Incorporate one copy of accepted and/or rejected proposals in contract file before retirement.
3406 Item 7	7	<u>Contract Record Cards</u> a. 5 x 8 cards - Contain information in brief, describing contract, amendments, and task orders written under a particular Contract Number. Filed in alphabetical order by Contractor/Contract Number. b. 5 x 8 cards - Historical Cardineer File Cards are kept in lieu of Contract jackets for files sent to Records Center. Used for reference purposes. Filed in alphabetical order by Contractor/Contract Number.			Temporary. Cards are pulled from this file upon retirement of completed contract. Cards are filed in Historical Cardineer File, b. below. Temporary. Cards are kept on an indefinite basis. Destroy when no longer needed for reference.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3406 Item 9.c.	7	c. <u>Contract Settlement Cards</u> 5 x 8 cards used for monthly statistical report. Filed in alphabetical order by Contractor/Contract Number.			Temporary. Destroy when superseded or no longer needed.
3406 Item 9.b.		d. Machine Listings on the Contract Information System. (CONIF)			Temporary. Upon receipt of new listing destroy outdated one.
3406 Item 8.a-e STATINTL	8.	Audit Files (OF Files in [REDACTED]) a. <u>Proposal Work Paper File</u> Verification of audit of proposals. Filed in Case Number order. b. <u>Invoice Folders</u> Claims submitted by Contractors on their own forms or on the 1040 form. Filed in alphabetical order by Contractor. c. <u>Rate File - Overhead Files</u> (used by Contracting personnel also) Contractor's overhead and labor rate projections and financial information. Filed in alphabetical order by Contractor. d. <u>Work Paper File</u> Verification of prior audits. Filed in alphabetical order by Contractor/Case Number. e. <u>Contract Abstract Summary sheet</u> Contract resume information. Filed in alphabetical order by Contractor			Temporary. Retain 2 years, then destroy. Temporary. Retain until contract is closed, then destroy. Temporary. Screen and destroy as file becomes outdated. Temporary. Retain until contract is terminated and/or closed. Retired with contract files. Temporary. Retain until contract closed, then destroy.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3406 Item 9.a. STATINTL	9.	<u>Miscellaneous</u> [REDACTED] is holding material for Contractors who do not have appropriate security arrangements on their premises.			Temporary. These are kept until the Contractor has appropriate facilities, destroys the material or gives [REDACTED] the authority to destroy it. STATINTL
3406 Item 10 3413 Item 9 STATINTL	10.	<u>Security</u> a. 3 x 5 cards - Clearance information on individuals who work for the various Contractors and liaison contacts that the [REDACTED] has business with. Filed alphabetically. b. Security information concerning the Contractor's plant; such as, secure mailing address, level of the Contractor's clearance, description of safes, alarms, vaults, etc. Filed in alphabetical order by Contractor.			Temporary. Card is maintained on an individual as long as the clearance is effective. Card destroyed upon termination of clearances. Temporary. Information is maintained until there are no further dealings with a particular contractor, then destroyed.
3406 Item 11 STATINTL	11.	<u>Property Records</u> a. Annual Property Inventory Reports (FY basis) covering holdings/disposition of all GFE maintained by [REDACTED] Contractors. b. Annual Property Contractor Responses - negative/positive. c. Current contractor approved property procedures. d. [REDACTED] property records, covering all government property located at [REDACTED] Report submitted annually.			Temporary. Retain 2 years and destroy. Temporary. Maintain 1 Fiscal Year. Responses of prior FY are destroyed after receipt of current FY responses. Temporary. Destroy when dealings are terminated with contractor. One copy of approval letters sent to various contractors retained for reference purposes. Temporary. Destroy when no longer needed for reference.
STATINTL STATINTL					

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3413 Item 5	12.	<p>e. Contractor Property Cards - used to close out Government Property held by the Contractor. Filed alphabetically by contract/contractor.</p> <p><u>Mail Records</u></p> <p>a. Book Form 3877, application for Registered Mail, signed by Post Office for material sent to Headquarters and Contractors.</p> <p>b. Postal Service Form 3811, Return Receipt for Registered Mail.</p>		<p>Temporary. Cards destroyed after Annual Property Inventory Report has been submitted.</p> <p>Temporary. Retain one year, then destroy. (GRS 12 Item 5.d.)</p> <p>Temporary. Retain one year, then destroy. (GRS 12 Item 5.e.)</p>
3413 Item 19 STATINTL	13.	<p><u>Cryptographic Records</u></p> <p>a. Procedures and regulations pertaining to the operation of the signal communications center.</p> <p>b. [REDACTED] record copies of all incoming and outgoing messages between that office, headquarters and field stations. Filed chronologically.</p> <p>c. Log of all incoming and outgoing messages processed through the communications facility.</p>		<p>Temporary. Destroy when superseded or no longer needed.</p> <p>Temporary. Cut off at end of each Fiscal Year. Retain 2 years, then destroy. (GRS 12 Item 3c(1)).</p> <p>Temporary. Same as 13b. above.</p>
3413 Item 8.c. STATINTL STATINTL	14.	<p><u>[REDACTED] Installation Accounting</u></p> <p>File contains documentation for all financial transactions made from an Imprest Fund. Periodically (approx. each month) all receipts, Form 2773a, Cash Count Schedule, etc. are forwarded to Office of Finance as an accounting for monies spent. One copy of the Monthly Financial Report is retained by [REDACTED] Filed by date.</p>		<p>Temporary. Original and 1 copy sent to Office of Finance. Copy retained by [REDACTED] for reference, may be destroyed after Agency audit. STATINTL</p>